



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, February 07, 2011

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:05 p.m. on Monday, February 07, 2011 in the City Hall 5<sup>th</sup> floor large conference room by Board Member Erin House.

### Present:

Bob Gordon  
Erin House  
Jackalyn Rawlings  
Robin Treen  
Woodie Rucker-Hughes  
Colene Torres  
Jeremy Hammond  
Rhonda Strout

### Excused Absence:

Arthur Butler  
Ellie Bennett  
Norman Powell

### Unexcused Absence:

### Guests:

Sergio Diaz – Police Chief  
Michael Perea – Police Captain

**Public Comment Period:** No comments made.

### A. Approval of January 07, 2011 Minutes

There was a proposed revision to the minutes by Board Member Woodie Rucker-Hughes.

Motion to approve with revisions: Bob Gordon  
Second: Woodie Rucker-Hughes  
Ayes: All

### B. Agenda Items

#### 1. Departmental Presentation – Sergio Diaz, Police Chief

- Chief Diaz provided the Board with a verbal overview of the gender and ethnic breakdown of the sworn and civilian employees for the Riverside Police Department.
- Chief Diaz indicated that the Riverside Police Department is a recipient of the Federal COPS Grant and will be able to hire fifteen (15) police officers.
- Board Member Woodie Rucker-Hughes inquired as to whether or not a potential police officer candidate that has failed the psychological exam could be considered for a civilian opportunity within the department. Captain Mike Perea stated if there was an opportunity available and the candidate would be a good fit this could be possible.
- Board Member Woodie Rucker-Hughes stated that she would like to know how many females and minorities have been promoted to management positions under Chief Diaz's tenure.
- Chief Diaz indicated that he would gather the requested information and forward it to Human Resources Director Rhonda Strout for the Board's review.

**2. Discussion of Grievance Hearing Process – Gregory Priamos, City Attorney**

- This item was postponed to the March Board Meeting.

**3. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director**

- Deputy Human Resources Director Jeremy Hammond presented the Board with four (4) policies for review and approval. The policies presented were Pre-Placement Medical Examinations (I-10), Reasonable Accommodation for Disabled Applicants and Employees (III-7), State Disability Insurance (SDI) and Paid Family Leave for General, Confidential and Refuse Employees (V-1) and Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave (V-4).
- Board Member Bob Gordon motioned to approve the policies as presented, with a second by Board Member Robin Treen. The motion passed unanimously.

**4. Human Resources Director Updates – Rhonda Strout, Human Resources Director**

- The Human Resources Board received a comprehensive report regarding separation statistics and Human Resources Director Rhonda Strout provided the Board with a verbal overview of the report. The statistical report included data for the third and fourth quarter of 2010 as well as for all of calendar year 2010.
- Human Resources Director Rhonda Strout presented the Board with revised guidelines for department presentations.
- Human Resources Director Rhonda Strout stated that the Confidential, Management, Elected and Executive groups agreed to forgo their City contribution for deferred compensation.
- Human Resources Director Rhonda Strout informed the Board that Fire and Fire Management groups have reached a new contract agreement.

Board Member Robin Treen motioned to adjourn the meeting with a second by Board Member Bob Gordon.

**Next Meeting:** March 07, 2011, City Hall 5<sup>th</sup> Floor Large Conference Room.

**Adjournment:** Meeting was adjourned at 5:38 p.m. by Board Member Erin House.

Minutes submitted by: Colene Torres \_\_\_\_\_